

**CLASSIFICATION:** Business Service Assistant

**DIVISION:** Administration

**BRANCH:** Human Resources and Administrative Services-  
Contracts and Business Services Section

**POSITION NUMBER:** 797-631-4707-003

**INCUMBENT:** Vacant

**EFFECTIVE DATE:** 08/06/15

**EMPLOYEE'S SIGNATURE:**

**SUPERVISOR'S SIGNATURE:**

Under the supervision of the Staff Services Manager I and the lead of the Business Services Officer I (BSOI), the Business Service Assistant performs a variety of technical and analytical business service work of a routine nature in a variety of functions:

#### Essential Functions

25% **Stockroom:** Works closely with purchasing staff to ensure stock is ordered/received timely. Keeps track of inventory and manages stockroom. Receives incoming packages, equipment, and supplies, inspects incoming orders for compliance with purchase documents, and completes stock received reports within Fi\$Cal. Distributes equipment and supply orders throughout department. Resolves any discrepancies of orders with vendors and/or delivery persons.

Replenishes paper, toner, and staples for all Department copiers from a central supply area. Provides key operator service on Department copiers and fax machines. Acts as Department liaison with copier vendors.

20% **Property Control:** Tags all incoming property. Assists the BSOI in implementing and maintaining Department property inventory system within Fi\$Cal. Assists in the performance of physical inventory, e.g., preparing reports, locating serial and/or property tag numbers. Prepares Survey/Transfer documents for obsolete, damaged, or unneeded items in accordance with State and departmental policies. Coordinates disposal of property with the BSOI and, if applicable, the Information Technology Branch.

- 15% **Facility Management:** Assists the BSOI in addressing building maintenance issues. Reports repair and/or safety issues to the property manager. Escorts vendors to secured areas. Tracks and logs ongoing maintenance issues. Assists and/or coordinates interoffice moves. Directs movers and certifies hours worked. Assists and/or coordinates with the Ergonomics Coordinator any necessary adjustments to workstations.

Completes minor repairs to modular furniture and other office equipment (e.g., chairs, copier jams, etc.). If unable to fix the issue, responsible for placing service calls with vendors.

Assists in the set-up and tear down of tables/chairs/divider wall in conference rooms. Sets up electronic equipment and PA system in conference rooms as needed. Schedules conference room, AV equipment and conference call line reservations on Outlook.

Assists with security badge administration for all department staff utilizing Sonitrol card reader system. Maintains system and runs reports as needed.

- 10% **Fleet Management:** Responsible for coordination of State vehicle maintenance with Department of General Services, Fleet Administration. Acts as department courier and drives a state vehicle on messenger/courier run twice a week or on an as needed basis.

- 10% **Telecommunications Management:** Assists BSOI in troubleshooting landline problems, e.g. no ringer, message light not working, no dial tone. Calls in repairs or to reset voice mail passwords for both landlines and cell phones.

- 5% **Records Management:** Under the technical direction of the BSOI, reviews/prepares/maintains record retention schedules, records transfer lists, and prepares requests to transfer and/or destroy records. Conducts inventory of records as required.

- 5% **Recycle Management:** Assists the BSOI in promoting buy recycled and waste diversion programs mandated by CalRecycle. Collects and separates recycled material e.g., white paper, mixed paper, cardboard for pickup. Collects data for reporting purposes. Responsible for ensuring recycle is picked up on time and maintains the schedule for these pickups.

- 5% **Mailroom:** Acts as backup to support staff for all mailroom functions, e.g., receives, date stamps, sorts incoming mail, and applies appropriate postage to outgoing mail.

5% **Other Duties as Required:** Acts as backup to support staff. Answers main phone lines and intercom as needed. Escorts all visitors/vendors into CDA's secured areas.

Desirable Qualifications:

- Proficient in using Microsoft Office, e.g., Outlook, Access, Word
- Must possess excellent oral and written communication skills
- Ability to develop cooperative working relationships with staff at all levels
- Ability to successfully work with control agencies
- Ability to deal with multiple tasks and be flexible when priorities change

Special Requirements:

- Must be able to move/lift/carry up to 50 pounds
- Must possess a valid California Driver's License
- Must have a clean driving record